

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 210-4

5 January 1994

**INSTALLATIONS**  
**UNACCOMPANIED PERSONNEL LEASED HOUSING PROGRAM**

**Summary.** This publication provides guidance for the management of the Unaccompanied Personnel Leased Housing Program within the United States Military Entrance Processing Command (USMEPCOM). Changes that are reflected in this regulation are due to functions formally performed by the logistics branch at sectors.

**Applicability.** This publication applies to all elements of USMEPCOM.

**Impact on New Manning System.** This publication does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCR-MSM, 2500 Green Bay Road, North Chicago, IL 60064-3094.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the HQ USMEPCOM Director, Capital Resources. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MCR-MSM, 2500 Green Bay Road, North Chicago, IL 60064-3094.

**Internal management control systems.** This regulation is subject to the requirements of the USMEPCOM Internal Management Control System. An internal control review checklist is at appendix D.

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\*This regulation supersedes USMEPCOM Reg 210-4, 11 February 1985.

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## **Glossary**

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### **1. Purpose**

This regulation prescribes policies, procedures, and assigns responsibilities for the implementation and maintenance of the Unaccompanied Personnel Leased Housing Program for USMEPCOM.

### **2. References**

Related publications and required and prescribed forms are at appendix A.

### **3. Explanation of abbreviations**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **4. Responsibilities**

a. **The Director**, Capital Resources, HQ USMEPCOM, is responsible for the management of the Unaccompanied Personnel Leased Housing Program as follows:

(1) Developing policies and procedures in accordance with (IAW) directives and mission requirements to ensure standardization and compliance throughout the command.

(2) Managing and administering the established program and the commitment and obligation of funds.

(3) Providing guidance to all elements of USMEPCOM regarding the program.

(4) Assuring compliance with the provisions of this regulation and other applicable directives.

(5) Developing internal management programs.

(6) Conducting surveys, consolidating survey data, and submitting requests/justification for leased housing authorization.

(7) Conducting staff assistance visits at Military Entrance Processing Stations (MEPS) when necessary, based on problems identified by the MEPS commander, the Inspector General, or other sources.

(8) Ensuring clear lines of communication and coordination are established between HQ USMEPCOM, district engineers (DISTENGR), and MEPS commanders.

(9) Maintaining a lease case file for each unaccompanied personnel leased unit. In cases of multiple occupancy, all documentation pertaining to each occupant will be included. File (no. 210-50h) (destroy 3 years after termination of the lease) will include, but is not limited to, those items listed in appendix B.

b. **MEPS commanders** are responsible for:

(1) Complying with the provisions of this regulation.

(2) Ensuring a copy of this regulation is readily available for military personnel assigned to the MEPS.

(3) Appointing, in writing, one unit housing representative (UHR) to assist him or her with the Unaccompanied Personnel Leased Housing Program.

(4) Notifying the DISTENGR that a lease has been completed.

(5) Preparing and distributing memorandums for the assign-

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ment and termination of quarters.

(6) Forwarding approved requests for leased housing in a timely manner to HQ USMEPCOM, ATTN: MCR-MSM for processing.

(7) Submitting timely and accurate leased housing reports as directed; complying promptly with housing requirements surveys; and cooperating fully with DISTENGR on leased housing matters.

(8) Supervising the operations of the UHR in the performance of his or her functions, which include, but are not limited to those enumerated below.

c. **UHRs** are responsible for:

(1) Assisting eligible Service members in preparing applications for unaccompanied personnel leased housing.

(2) Forwarding the request for unaccompanied personnel leased housing action to HQ USMEPCOM, ATTN: MCR-MSM.

(3) Maintaining a lease case file (no. 210-50h) for each unit which will include, but is not limited to, those items listed in appendix B.

(4) Keeping abreast of the local housing market through contact with the local Chambers of Commerce, newspaper real estate sections, and other publications and agencies providing information on housing availability and costs.

d. **U.S. Army Corps of Engineers** are responsible for:

(1) Negotiating, executing or terminating all unaccompanied personnel leased housing leases for USMEPCOM activities.

(2) Conducting inspections of proposed housing units and prepares Engineer (ENG) Form 3143 (Joint Survey and Inspection of Conditions of Government Leased Property) as applicable.

(3) Making distribution of completed leases, notices of cancellation, termination, survey and condition reports, restoration costs, and any supplementary agreements as required.

e. **Occupants** are responsible for:

(1) Complying with all rules, directives, and agreements pertaining to the leasing and occupancy of unaccompanied personnel leased housing.

(2) Utilizing the assigned leased quarters in a manner which fosters good public relations and acceptance of the Unaccompanied Personnel Leased Housing Program.

(3) Reporting, in writing, to the UHR any emergency or requirement for routine repairs and maintenance, which cannot be resolved by direct contact with the lessor or his or her representative.

(4) Permitting entry of the UHR, or appointed inspector, for assignment, change of occupant, pretermination, and termination inspections of quarters.

(5) Housekeeping, maintenance, minor repairs, and related servicing of residing unit, equipment, and furnishings; and the maintenance of grounds.

(6) Being aware that occupant will be held financially liable for loss or damage to assigned Government-leased quarters which was caused by willful misconduct or negligence of the occupant, or his or her guests.

(7) Notifying the UHR, in writing, at least 60 days prior to date the leased housing unit is to be vacated. If permanent change of station (PCS) orders are received within a shorter time frame, notify the UHR promptly upon receipt of orders.

(8) Permitting occupancy of the assigned quarters only to the member(s) assigned to them, in writing, by the MEPS commander. Violation of this principle may require termination of the lease.

(9) Refraining from making any "under-the-table" payments to the lessor for any services, utilities, equipment, etc., covered under the provisions of the lease contract. Violation of this policy may require termination of the lease and may serve as a basis for withdrawal of the leasing privilege to the occupant(s).

## **5. Eligibility for unaccompanied personnel leased housing**

a. The program for Government leasing of quarters is intended to provide adequate housing for unaccompanied Service members who:

(1) Are assigned to duty locations outside a 1-hour privately-owned vehicle commute of a military installation.

(2) Are assigned to a duty station within a 1-hour commuting distance of a military installation that cannot provide on-post unaccompanied housing. (Statement of nonavailability is required.)

(3) Are in grades E-1 through E-6 who, if authorized to reside off-post, will draw housing allowances at the "without" dependent rate.

(4) Are meeting eligibility criteria prescribed in this regulation.

b. This program does not pertain to divorced personnel required to pay child support costs and are, therefore, authorized housing allowances at the "with" dependent rate. It does not pertain to "geographic bachelors," those personnel with dependents who, of their own choosing, are not accompanied by their dependents.

c. Personnel who are assigned to duty at locations near military installations (but not stationed thereon), are not automatically entitled to apply for unaccompanied personnel housing at the installation. In these cases, this category of support must be identified in the intraservice/interservice support agreement between the commander of the installation and the USMEPCOM activity requiring the support.

#### **6. Standards for unaccompanied personnel leased housing**

Eligible Service members who must work and live in the civilian community should live no less comfortably than their counterparts, however, commanders are obligated to see that the quarters leased for unaccompanied personnel are not lavish or elaborate.

a. As a minimum, unaccompanied personnel leased housing will be comparable in size and services as those on a military installation.

b. An unaccompanied Service member will not be assigned more than one bedroom.

c. The unit must be a complete dwelling with a private entrance for sole use of the assigned Service member. Unit must have basic food preparation facilities, including range, refrigerator, sink, and appropriate counters and cabinets.

d. Efficiency apartments, studio apartments, bedroom with combination living room/dinette and bath, or basic three-room apartment, flat, hotel, or motel-type units designed for occupancy by one person should be fully considered in the program. Due consideration should be given to cost, adequacy, and availability of units; and the best obtainable value to the Government for the least expenditure of funds.

e. Furnished units will normally be acquired to meet unaccom-

panied personnel lease requirements. If unfurnished units are secured, then Government-owned furniture will be used. In the absence of available Government furniture, service contracts for leasing furniture will be executed by the supporting installation.

f. The unit must be in good condition, with heating and adequate utilities, and located in an acceptable environment.

g. Single occupancy should normally be provided because of the unpredictability of rotation of individuals, and gender of replacements, etc. Exceptional circumstances may exist, whereby, leasing for multiple occupancy would be in the best interest of both the Government and the individuals applying for unaccompanied personnel leased housing. In cases of multiple occupancy of a dwelling unit, the bedroom assigned to each individual will be stated in the assignment memorandum. Multiple occupancy (i.e., two persons per two bedroom dwelling) will not be considered or approved unless all of the following conditions are satisfied:

- (1) The normal rental costs in the vicinity are high.
- (2) Both personnel specifically request shared accommodations.
- (3) Both personnel are of the same sex and hold comparable grades (no more than one grade separation).
- (4) Both personnel have equal tour lengths and will complete tours of duty within 30 days of each other.
- (5) Both personnel are assigned to the same organizational element.
- (6) The MEPS commander has personally reviewed the case and provided written approval.

h. In cases of multiple occupancy, the unit must be arranged so that each bedroom can be entered without passing through another bedroom.

## **7. Leasing criteria**

a. The authority for unaccompanied service members to reside off-post in leased housing is restricted to the following conditions:

- (1) The negotiated lease is for a minimum of 1 year and is renewable.



(2) The leased unit is within the 1-hour commuting distance from the duty station.

(3) The requestor has no option to decline assignment to a vacant unit currently under lease and located within the applicable commuting distance, nor to decline assignment to a unit negotiated by the DISTENGR in response to a request submitted by that individual.

b. In all cases, Service members who occupy unaccompanied personnel leased housing will forfeit all housing allowance entitlements.

c. Service members who occupy leased quarters will not be named in the lease. The lease or contract will describe the premises and specify the number of rooms. Such quarters supplement Government-owned quarters, and will have the same status with respect to their assignment to individuals.

d. The program will be a subject for examination during support group assistance visits and annual general inspections.

e. In cases where noncompliance with terms of a lease are indicated, either by the lessor or occupant at anytime during the period of the lease, submit a request for appropriate action to the supporting DISTENGR through HQ USMEPCOM, ATTN: MCR-MSM.

## **8. Establishing an unaccompanied housing lease**

a. Eligible unaccompanied Service members who are assigned to USMEPCOM units/activities on PCS orders, will be offered unaccompanied personnel leased housing.

b. The UHR at the MEPS will advise applicants on all aspects of this program, and assist them in preparation of the USMEPCOM Form 210-4-R (Request for Leased Housing Action) (see fig. 1), and USMEPCOM Form 210-4-2-R (Statement of Understanding for Acceptance of Government Leased Housing) (see fig. 2). USMEPCOM Forms 210-4-R and 210-4-2-R will be locally reproduced on 8 1/2- by 11-inch paper. A copy of the forms are at the end of this publication and will be used for local reproduction.

c. Eligible Service members will submit his or her request for unaccompanied housing through his or her MEPS commander.

d. The UHR will process and forward approved requests to HQ USMEPCOM, ATTN: MCR-MSM via USMEPCOM Form 210-4-1-R (Transmittal of Request for Leased Housing) (see fig. 3). USMEPCOM Form 210-4-1-R will be locally reproduced on 8 1/2- by 11-inch paper. A copy

of the form is at the end of this publication and will be used for local reproduction.

e. HQ USMEPCOM, ATTN: MCR-MSM, will process and forward approved applications to supporting DISTENGR for negotiation of the lease. DISTENGRs are solely responsible for acquisition of leased quarters for USMEPCOM personnel. Distribution of copies of executed leases will be made by DISTENGR to HQ USMEPCOM, MEPS, and Defense Finance and Accounting Service.

f. Upon notification by the DISTENGR of lease completion, the MEPS will prepare a memorandum for the assignment of quarters to the requestor. The engineer lease completion notice can be a copy of the lease or some other official notification or "binder" as agreed upon by the using activity and the DISTENGR. Assignment memorandum will be prepared and distributed IAW current military pay and allowance procedures.

g. Assignment/termination memorandum, in addition to the routine data such as name, grade, service number, quarters identification, must include the following:

(1) The effective date of assignment, or the date of termination of occupancy.

(2) Whether the move is at the convenience of the Government or individual.

(3) In case of assignment, state whether the occupant is or is not currently drawing BAQ at the "without" dependents rate.

(4) In case of termination, state whether BAQ at the "without" dependents rate should be reinstated.

h. Shipment of household goods in connection with assignment/termination of housing will be IAW Joint Travel Regulation Volume I - Uniformed Services.

i. Special attention will be given to distribution of assignment/termination memorandum in cases where other than Army personnel are assigned to USMEPCOM unaccompanied personnel leased housing. The using activity commander must ensure the appropriate personnel office or pay accounting agency of the individual's Service is notified of such assignment/termination.

j. Vacated leased bachelor units will be terminated/cancelled without delay when the assignment of an eligible individual to the quarters cannot be accomplished.

k. USMEPCOM commanders at all echelons are responsible for compliance with Department of Defense and military installations policies concerning equal opportunity in off-post housing. In cases of unaccompanied personnel leased housing, the U.S. Army Corps of Engineers includes a nondiscrimination clause within each lease. HQ USMEPCOM and the MEPS will make necessary arrangements with the nearest military installation to provide timely correspondence as to restrictive sanctions for the local area concerning housing referrals and equal opportunity in local housing localities, for the information of unaccompanied personnel desiring to acquire housing from personal funds.

## **9. Lease costs**

a. The rental rate of any lease will not exceed the fair market rental value. The fair market rental rate will include utilities and services, excluding telephone.

b. The following costs will be included when calculating the program costs:

(1) Rent paid to the lessor for use of the quarters, including cost of furnishings provided by the lessor.

(2) Utilities (water, gas, sewage, electricity, etc., but not telephone) and services such as trash collection when not included in the rental fee. In an effort to keep administrative details to a minimum, HQ USMEPCOM, MCR-MSM will specify in the lease request forwarded to the DISTENGR, that all utilities and services be included in the lease cost if possible. When this cannot be accomplished and charges for these services are billed separately, an estimated cost of monthly charges for utilities/services will be used in calculating cost average and ceiling.

c. The following costs will not be included when calculating leased bachelor quarters costs:

(1) Any pro rata share of administrative/overhead costs attributable to personnel pay, travel, etc., experienced by Corps of Engineers districts, various command levels of USMEPCOM, etc.

(2) Cost of restorations, whether or not the occupant of the leased quarters is responsible. (Although not used in calculating above costs, Director, Capital Resources, HQ USMEPCOM, may require restoration cost information as a separately reportable item for statistical/accounting reports.)

d. The program will be supported from USMEPCOM funds for Operations and Maintenance, Army appropriations in program element

871713.

#### **10. U.S. Army Corps of Engineers coordination**

a. The U.S. Army DISTENGRS have the sole responsibility for negotiations, execution, and termination of all leases for USMEPCOM activities. This does not preclude direct communication between occupant and lessor on routine maintenance and other normal day-to-day housing problems.

b. The DISTENGR will normally coordinate leased housing actions only with authorized personnel of HQ USMEPCOM. As an exception to this policy, in the event a proposed housing unit at a certain address or housing complex is no longer available, the field negotiator may contact the requesting unit housing representative of the MEPS for possible alternatives, or to render assistance in locating an available housing unit.

c. When a lease request is received from HQ USMEPCOM, the DISTENGR will take appropriate actions to negotiate the lease. Copies of the completed lease (identified as leased bachelor quarters), notices of cancellation and termination, copies of survey and condition reports, restoration costs, supplemental agreements, and lease amendments will be distributed as follows:

(1) HQ USMEPCOM, ATTN: MCR-MSM.

(2) The finance and accounting office designated in the lease request.

(3) The MEPS UHR which requested the leased bachelor unit.

d. Copies of inspections conducted by DISTENGR representative, ENG Form 3143 or comparable DISTENGR document, will be forwarded to USMEPCOM and the using MEPS.

e. Each lease will contain the following clause: "The lessor, hereby, agrees that the rental consideration specified herein is the only consideration to be received for the demised premises and includes payment for all utilities, maintenance, and services which are specified herein. No other remuneration will be paid to the lessor by the Government's occupant, or any other person on his or her behalf."

**11. Lease termination**

a. Personnel who become ineligible for unaccompanied personnel leased housing due to promotion in grade subsequent to initial assignment to the quarters may be permitted to remain in the quarters until PCS, separation or voluntary departure of the individual from the quarters.

b. The UHR will notify HQ USMEPCOM, ATTN: MCR-MSM, in writing, at least 45 days prior to the date leased housing is to be vacated. Prompt notification is required if PCS orders are received within a shorter time, or other circumstances make it necessary to vacate unaccompanied personnel leased housing unexpectedly.

**12. Leased housing furnishings**

a. As a general rule, all unaccompanied personnel leased housing acquired by the Government will be equipped with basic items of furnishing and equipment necessary to make the quarters livable (see app. C).

b. Unfurnished unaccompanied personnel leased housing may be provided at the discretion of the MEPS commander on a case-by-case basis.

**13. Leased housing inspections**

a. The UHR should conduct (or in the case of large geographical dispersion of facilities, arrange with the MEPS commander to appoint another officer or senior noncommissioned officer) housing inspections upon assignment to quarters, annually, pretermination, change of occupant, termination, etc. Appointees must be properly instructed as to procedures and responsibilities. When a noncommissioned officer is so appointed he or she must be of a higher pay grade than the occupant of the quarters being inspected.

(1) In conjunction with the assignment to quarters inspections, occupants must be advised of their responsibilities for the dwelling unit and appliances/equipment contained therein. Occupants must also be informed of their responsibilities for routine maintenance, minor repair, operation, housekeeping, etc., which would normally be expected if they were occupying on-post Government quarters; and that they may be held financially liable for loss or damage determined to be caused by willful acts or gross negligence of the occupant or his or her visitors.

(2) In all cases, the inspector must be accompanied by the occupant, and the checklist must be dated and signed by both the inspector and the occupant. One copy of the inspection will be furnished to the occupant, and one copy filed (no. 210-50h) in the lease case file at the MEPS.

(3) A copy of ENG Form 3143 with an appropriate cover sheet will be utilized during these inspections to ensure accuracy as to condition of the quarters.

b. Informal pretermination inspections will be conducted to ensure proper cleanliness and condition of the quarters, and to provide ample time for the occupant to correct deficiencies other than those resulting from fair wear and tear. This procedure may reduce the amount of refurbishing and/or restoration costs, and possible costs to the individual for repairs prior to being cleared from quarters. These inspections should be conducted 45 days prior

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to the occupant's departure.

c. Arrange for the MEPS to expeditiously publish and distribute memorandum for assignment or termination of quarters for individual(s) involved (see app. F).

d. If practicable, arrange to accompany DISTENGR and lessor during the joint inspection for acceptance and termination inspections of the quarters.

e. Notify the DISTENGR of any existing emergency conditions or scheduled repairs which have not been accomplished.

**NOTE:** Replace this page 14 with page 14 located at the end of this regulation.



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Figure 1. Sample of a completed USMEPCOM Form 210-4-R

**NOTE:** Replace this page 15 with page 15 located at the end of this regulation.

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Figure 2. Sample of a completed USMEPCOM Form 210-4-1-R

**NOTE:** Replace this page 16 with page 16 located at the end of this regulation.

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Figure 3. Sample of a completed USMEPCOM Form 210-4-2R

**NOTE:** Replace this page 17 with page 17 located at the end of this regulation.

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Figure 3. Sample of a completed USMEPCOM Form 210-4-2-R  
(continued)

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(MCR-MSM)

FOR THE COMMANDER:

OFFICIAL:

RICHARD W. SMITH  
Colonel, USA  
Deputy Commander/Chief of Staff

/SIGNED/

PAUL J. CALLEN  
Colonel, USA  
Director, Capital Resources

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DA, Pacific Ocean Division, Corps of Engineers, ATTN: CEPOD-RE-  
CA, Fort Shafter, HI



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## **Appendix A References**

### **Section I Related Publication**

#### **CTA 50-909**

Field and Garrisons Furnishings and Equipment

### **Section II Required Forms**

#### **DA Form 2028**

Recommended changes to Publications and Blank Forms. Cited in the "Suggested Improvements" paragraph.

#### **ENG Form 3143**

Joint Survey and Inspection of Conditions of Government Leased Property. Cited in paragraphs 4d(2), 10e, and 13a(3).

### **Section III Prescribed Forms**

#### **USMEPCOM Form 210-4-R-E**

Request for Leased Housing Action. Cited in paragraph 8b.

#### **USMEPCOM Form 210-4-1-R-E**

Transmittal of Request for Leased Housing Action. Cited in paragraph 8d.

#### **USMEPCOM Form 210-4-2-R**

Statement of Understanding for Acceptance of Government-Leased Housing. Cited in paragraphs 8b.

### **Section IV Prescribed Records**

#### **210-50h**

Family Housing Leasing Files. Cited in paragraphs 4a(9), 4c(3), and 13a(2).



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**Appendix B**

**Unaccompanied Personnel Leased Housing Case File**

<b>COPIES OF DOCUMENTS REQUIRED</b>	<b>HQ USMEPCOM</b>	<b>MEPS</b>
1. USMEPCOM Form 210-4-R-E	X	X
2. USMEPCOM Form 210-4-1-R-E	X	X
3. USMEPCOM Form 210-4-2-R	X	X
4. HQ USMEPCOM memorandum of request to DISTENGR for leased housing	X	X
5. Negotiated lease and subsequent amendments	X	X
6. Memorandum assigning/terminating quarters for occupant (and subsequent occupants); and documentation of termination/reinstatement of BAQ, as applicable	X	X
7. All changes of occupancy documentation	X	X
8. Copy of any applicable restoration cost transactions and final disposition documentation covering finding of financial responsibility or relief of responsibility thereof	X	X
9. ENG Form 3143 or other comparable DISTENGR document	X	X
10. Records of all MEPS inspections of the leased unit		X
11. Other pertinent papers or correspondence	X	X
12. Nonavailability Statement (when required)	X	X



**Appendix C****Authorized Furnishings for Unaccompanied Personnel Leased Housing**

**C-1.** Unaccompanied personnel leased housing will be comparably furnished as those available to an individual when assigned to unaccompanied personnel housing at a military installation, except that leased housing may include a kitchen or kitchenette.

**C-2.** Items of furnishings listed below are the maximum allowance per leased quarters for which these costs may be included in lease rental fee or paid for in a separate furniture lease for which the Government will accept consideration for restoration costs (if applicable).

**C-3.** Any of the items listed may be substituted with a like item that will serve the purpose intended for the authorized item (i.e., a table for books in place of a bookcase, a padded chair for a straight back chair, etc).

**C-4.** All items remaining in the leased quarters that are not listed in the lease inventory will be at the risk of the lessor for which the Government will not be responsible.

<u>ITEMS</u>	<u>QUANTITY</u>
Lamp, floor - per room (except kitchen and bedroom)	1
Lamp, table - per desk and table (except coffee and kitchen tables)	1
Fan, circulating, desk - per occupant when area is not air conditioned	1
Bedstead, bedspring and mattress - per bedstead	1
Bookcase - per dwelling unit	1
Chair, straight - per kitchen	4
- per bedroom	1
- per desk	1
Chest of drawers or dresser - per occupant	1
Desk, flat top - per dwelling unit	1
Mirror, glass - per dresser or chest of drawers	1



**Appendix D**  
**Internal Management Control Review Checklist**

Internal Control Review (ICR) Checklist, page 1 of 4

TASK: Unaccompanied Personnel Leased Housing Program

SUBTASK: Adequate housing for assigned USMEPCOM unaccompanied personnel stationed away from military installations.

THIS CHECKLIST: Unaccompanied personnel leased housing control requirements

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNIT: The staff functional principal will designate managers responsible for using this checklist. The annually updated Management Control Plan identifies the responsible principal and the schedule for using this checklist.

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**EVENT CYCLE 1:** Commander or Unit Housing Representative (UHR) provides policies and guidance for the unaccompanied personnel leased housing program.

**Step:** Brief newly assigned single Service members about the availability of this housing program. Keep well informed about the local housing market. Process request for unaccompanied personnel leased housing action promptly to HQ USMEPCOM.

**Risk:** Provide housing to unauthorized personnel.

**Control Objective:** Verify eligibility of Service member for the unaccompanied leased housing program. Identify housing units within the fair market rental value for that area.

**Control Technique:** Review interested individual service member personnel file and leave and earning statement (LES) for eligibility under the unaccompanied personnel leased housing program.

**EVENT CYCLE 2:** Individual Service member responsibilities before and during occupancy of unit.

## ICR Checklist, page 2 of 5

**Step:** Review and sign statement of understanding for acceptance of Government leased housing. Coordinate all leasing actions with the UHR before making any firm commitments. Comply with all rules and regulations during occupancy of housing unit.

**Risk:** Basic allowance for quarters not terminated after occupancy of housing unit. Unwilling to comply with house rules.

**Control Objective:** Maintain administrative process that will deter and detect abuse.

**Control Technique:** Clarify personal responsibility and follow up on recommended changes to resolve issues on a timely basis.

**EVENT CYCLE 3:** Payment of housing unit bills at HQ USMEPCOM.

**Step:** Review leases and utility bills for payment and coordinate payment transactions with DEFAS Indianapolis Center, IN.

**Risk:** Amount computed incorrectly.

**Control Objective:** Paying the right amount due for leases and utility bills under the unaccompanied personnel leased housing program.

**Control Technique:** Review all lease files individually. Payment is not to exceed lease contract agreement. Review all utility bills. Payment is not to exceed indicated amount.

**Test Question:**

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1. Is there a UHR appointed at the MEPS to administer the Unaccompanied Personnel Housing Leasing Program?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

2. Is the UHR familiar with the Unaccompanied Personnel Leased Housing Program, policies, procedures, and assigned responsibilities as outlined in USMEPCOM Reg 210-4?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_



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**Remarks:**<sup>1</sup>

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3. Are eligible military members made fully aware of the Unaccompanied Personnel Leasing Program by the UHR?

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

4. Is the UHR maintaining a separate lease case file for each occupant containing the following:

a. USMEPCOM Form 210-4-R-E (Request for Leased Housing Action).

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

b. USMEPCOM Form 210-4-1-R-E (Transmittal of Request for Lease Housing).

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

c. USMEPCOM Form 210-4-2-R (Statement of Understanding for Acceptance of Government-Leased Housing).

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

d. HQ USMEPCOM memorandum to District Corps of Engineers requesting unaccompanied personnel leased housing.

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

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e. Negotiated lease and any subsequent amendments.

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

f. Memorandum assigning/terminating Government quarters for occupant (and subsequent occupants); and documentation of termination/reinstatement of BAQ, as applicable.

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

g. All changes of occupancy documentation.

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

h. Copy of any applicable restoration cost transactions and final disposition documentation covering finding of financial responsibility or relief.

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

i. ENG Form 3143 (Joint Survey and Inspection of Condition of Government Leased Property) or other comparable document.

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
**Remarks:**<sup>1</sup>

j. Other miscellaneous documents (i.e., furniture rental, general correspondence).

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

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**Remarks:**<sup>1</sup>

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<sup>1</sup> Explain rationale for NO responses or provide cross-references where rationale can be found. For YES responses, cross-reference to where corrective action plans can be found. If response is NA, explain rationale.

---

I attest that the above listed internal controls provide reasonable assurance that Army resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout the Army are adequate.

Director, Capital Resources  
FUNCTIONAL PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed Internal Control Review Checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

MEPS Commander (Signature)



5 January 1994

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**Appendix E**

**Sample Memorandum to District Corps of Engineers**

(Letterhead)

MCR-MSM (210-50h)

(Date)

MEMORANDUM FOR District Engineer, U.S. Army Corps of Engineers  
\_\_\_\_\_ District, ATTN: Real Estate Division  
(\_\_\_\_ (Name) \_\_\_\_\_), \_\_\_\_\_ (Address)

SUBJECT: Request for Unaccompanied Personnel Leased Housing

1. Under the provisions of USMEPCOM Reg 210-4, request your office negotiate a lease for a suitable, furnished unaccompanied personnel housing accommodation to be assigned as Government quarters to \_\_\_\_\_ (Lessee) \_\_\_\_\_, (Branch), per enclosed request from \_\_\_\_\_ Military Entrance Processing Station (MEPS). Unit housing representative at MEPS is \_\_\_\_\_ (Name) \_\_\_\_\_, (Branch), telephone number \_\_\_\_\_.

2. An informal administrative commitment of funds has been made at this Headquarters in the amount specified in paragraph 3b below to cover the costs of this leased facility, commencing on the date specified in paragraph 3a below.

3. Service member is not currently residing in the facility listed in enclosed request, which meets the requirements established by regulatory guidance. It is requested that consideration be given to negotiation for \_\_\_\_\_ (Rental Address) \_\_\_\_\_.

a. Request effective date of lease: \_\_\_\_\_.

b. Monthly costs, excluding all utilities (except telephone) will not exceed the Corps of Engineers' fair market appraisal, or a dollar amount of \_\_\_\_\_, whichever is less, subject to the determination that there is no suitable housing available at a lessor rental. In no event will the above dollar amount be exceeded without approval from this headquarters.

c. Funds citation is: \_\_\_\_\_.

5 January 1994

MCR-MSM

SUBJECT: Request for Unaccompanied Personnel Leased Housing

d. Finance and disbursing office responsible for payment of lease cost is Defense Finance and Accounting Service, Indianapolis Center, Department 3804, 8899 E. 56th Street, Indianapolis, IN 46249-3804.

4. Request copies of the executed lease be distributed as follows:

a. One copy to HQ USMEPCOM, ATTN: MCR-MSM.

b. One copy to Commander, \_\_\_\_\_ MEPS, ATTN: Unit Housing Representative.

c. One copy to Defense Finance and Accounting Service, Indianapolis Center, Department 3804, 8899 E. 56th Street, Indianapolis, IN 46249-3804.

5. Point of contact, this Headquarters, is \_\_\_\_\_, DSN 792-4573/4584 or commercial (708) 688-4573/4584.

FOR THE COMMANDER:

Encl  
as

Colonel, USA  
Director, Capital Resources

CF:  
CDR, \_\_\_\_\_ MEPS



5 January 1994

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**Appendix F**

**Sample Memorandum to Terminate Unaccompanied Leased Housing Contract**

(Letterhead)

(Office symbol) (210-50h)

(Date)

MEMORANDUM FOR Commander, USMEPCOM, ATTN: MCR-MSM, 2500 Green  
Bay Road, North Chicago, IL 60064-3094

SUBJECT: Termination of Unaccompanied Leased Housing Contract

1. Request the leased housing contract for \_\_\_\_\_ (Service member's name) be terminated. Service member has received permanent change of station orders and will vacate his or her apartment on \_\_\_\_\_ (Date).

2. The following information is provided concerning subject lease:

a. Lease number: \_\_\_\_\_

b. Address: \_\_\_\_\_

3. Pretermination inspection was, or will be, conducted by unit housing representative on \_\_\_\_\_ (Date). The following discrepancy was noted:

\_\_\_\_\_ (Discrepancy)

4. For more information please contact the unit housing representative at DSN \_\_\_\_\_ or commercial (\_\_\_\_) \_\_\_\_\_.

CF:

(Service Member)



5 January 1994

USMEPCOM Reg 210-4

## **Glossary**

### **Section I Abbreviations**

#### **BAQ**

basic allowance for quarters

#### **DISTENGR**

district engineer

#### **ENG**

engineer

#### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

#### **IAW**

in accordance with

#### **MEPS**

Military Entrance Processing Station

#### **PCS**

permanent change of station

#### **UHR**

unit housing representative

#### **USMEPCOM**

United States Military Entrance Processing Command

### **Section II Terms**

#### **multiple-occupancy unit**

A leased dwelling unit acquired under a separate and distinct lease for occupancy by two or more individuals.

#### **reasonable commuting distance**

The one-way distance from residence to place of duty which can be traveled by privately-owned vehicle, or locally available public transportation during morning and evening rush hours in 1 hour or less.

#### **single-occupancy unit**

A leased dwelling unit acquired under a separate and distinct lease for sole occupancy by one individual.

<b>REQUEST FOR LEASED HOUSING ACTION</b> For use of this form, see USMEPCOM Reg 210-4		Date of Request
<p align="center"><b><u>INSTRUCTIONS</u></b></p> <p>1. The information in this document is to determine your eligibility for Government-leased housing. Some of the information requested is of a personal and confidential nature, and you do not have to provide such information unless you voluntarily wish to acquire Government-leased housing.</p> <p>2. The authority to request this information is contained in 10 U.S.C. Section 3012 and Annual DOD Appropriation Acts.</p> <p>3. Completion of this form is voluntary. You must provide the information if you desire to request processing of a Government lease. Failure to complete the form may cause delay or serve as a basis for termination of further processing for a Government lease.</p>		
TO: Commander		FROM: (Name, Rank/Grade, Mil Svc, SSN)
1. Duty Station (MET Site) (City/State, Phone No.)	2. Type of Housing Desired (circle one)  Unaccompanied personnel quarters    furnished    unfurnished	
3. Months Remaining in Service:	4. Months Remaining in USMEPCOM:	
5. Description of Proposed Unit (if applicable): (i.e., house, apt, no. of bedrooms, baths, garage, sq ft living areas, etc.)		
6. Complete Address of Proposed Unit	7. Name, Address, and Phone No. of Owner or Designated Agent	
8. Travel Time to Duty Station	9. Mileage to Duty Station	10. Desired Effective Date
11. Monthly Rental (including utilities)	12. Instructions When Utilities Must be Billed Separately	
13. Additional Requirements/Information:		
14. I (am) (am not) currently occupying proposed set of quarters. (Circle one)		
15. I (have) (have not) signed the Statement of Understanding for Acceptance of Government-leased Housing. (Circle one)		
16. Typed Name/Grade (UHR Rep)	17. Signature of Requester	Date Signed



TRANSMITTAL OF REQUEST FOR LEASED HOUSING For use of this form, see USMEPCOM Reg 210-4		Date
TO: CDR, HQ USMEPCOM ATTN: MCR-MSM 2500 Green Bay Road North Chicago, IL 60064-3094	FROM:	Rank and Name of Requester
<div>1. Recommend approval.</div> <div>2. On-post Government quarters, within the commuting distance stipulated in USMEPCOM Reg 210-4, are not available to the requester.</div> <div>3. Individual's request (encl 1) and copy of Statement of Understanding for Acceptance of Government-leased Housing (encl 2) are attached.</div> <div>4. Supplementary information:</div>		
Typed Name and Grade	Signature	
TO BE COMPLETED BY HQ USMEPCOM MATERIEL SERVICES DIV AND HAND-CARRIED TO HQ USMEPCOM FINANCIAL SERVICES DIV		
<div>1. Request fund citation and informal commitment.</div> <div>2. Effective date of _____ will be requested.</div> <div>(Signature)</div>		
INFORMAL ADMINISTRATIVE FUND COMMITMENT		
Funds are available and will be informally committed for _____ per month as of _____ per above request.		
Fund citation:		
Date	Signature of Fund Certifying Officer	

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## STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF GOVERNMENT-LEASED HOUSING

For use of this form, see USMEPCOM Reg 210-4

Page 1 of 2 Pages

I, \_\_\_\_\_, HAVE READ, HAD EXPLAINED TO ME, AND FULLY UNDERSTAND THE FOLLOWING REGARDING GOVERNMENT-LEASED HOUSING:

1. Leases negotiated for USMEPCOM personnel normally include all utilities, except telephone, which I must pay for from my own funds. In the event that all or part of the cost of authorized utilities (electricity, gas, garbage service, etc.) could not be included in the lease, these costs will be borne by HQ USMEPCOM separately. In this case, I will be furnished a maximum average cost limit for utilities which I will not exceed.
2. I will not make any private (under-the-table) arrangement with a lessor to separately pay him or her money in addition to the Government's monthly payment. I understand that violation of this principle may serve as a basis for my commander to withdraw my leasing privilege.
3. I can expect considerable administrative delay from the time I initiate my housing request for Government-leased quarters until the district engineer executes a lease.
4. Although I may find what appears to be acceptable quarters, this does not mean the district engineer will approve the quarters for Government leasing.
5. Government-leased housing, and the identification of apparently acceptable quarters for Government leasing, must be reviewed and forwarded by my MEPS, through HQ USMEPCOM, to the district engineer. Only the district engineer can negotiate and execute a lease between the Government and a lessor.
6. If I elect to move into quarters that I have requested to be leased by the Government for assignment to me before the district engineer has executed a lease, and before I have been assigned to the quarters, I do so voluntarily without official approval, and I am personally obligated to the terms of the lease I make with the lessor.
7. If a Government lease is executed for the quarters, it will be my responsibility to recoup from the lessor any rent I paid after the lease was in effect. If a Government lease is not executed for the quarters, I will be personally liable for the remainder of the period for which I lease the quarters.
8. My basic allowances for quarters (BAQ) will not be terminated until I am assigned to quarters, in writing, by my unit. Due to the timelag between application and assignment, I will manage my finances carefully since finance and accounting will make a lump sum collection of any BAQ over payment made since the effective date of the lease.
9. I am responsible for notifying my unit commander or unit housing representative (UHR) if my BAQ is not terminated when I occupy Government-leased quarters and likewise to notify him or her if it is not reinstated when I depart Government-leased quarters.
10. Once I am assigned to Government-leased quarters, I will be required to remain in those quarters unless:
  - a. The lease terminates under its own terms.
  - b. I become ineligible under criteria established by DA or HQ USMEPCOM.
  - c. I am assigned out of the area.
  - d. I am directed to move because of Government necessity (i.e., acceptable Government-owned quarters become available).
  - e. The lease is terminated for the convenience of the Government.
11. If I desire to terminate Government-leased quarters, my request will not be considered unless one of the following conditions exists:
  - a. I have occupied the leased unit for a minimum of 1 year.
  - b. The lease for the unit will terminate under the conditions of the lease (termination date).
  - c. The unit will be assigned to another military member within 30 days.
  - d. I have received appropriate Service approval for separation.
12. I will be responsible for housekeeping, maintenance, minor repair, and related servicing of the dwelling unit, equipment, and furnishings; and for the maintenance of grounds as would be expected of a tenant in private housing of similar type and value.



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USMEPCOM Form 210-4-2-R, 1 Dec 93

Replaces USMEPCOM Form 958-R, 1 Sep 84, which is obsolete

13. I will permit entry of the UHR, or appointed inspector, for assignment, change of occupant, pretermination, and termination inspections for the quarters.
14. I will report to the UHR, in writing, any emergency or requirement for repairs and maintenance which cannot be resolved by direct contact with the lessor or his or her representative.
15. I will not permit occupancy by anyone, except for bona fide short visits of relatives/friends. I understand violation of this principle is sufficient cause for the commander to withdraw the leasing privilege.
16. I will notify the UHR, in writing, at least 60 days prior to date desired for vacating the quarters. In the event PCS orders are received in a shorter timeframe, the UHR will be notified as soon as possible.
17. I fully understand and agree that I will accept the quarters leased for my use as Government-controlled housing by the U.S. Army Corps of Engineers in accordance with standards prescribed for such quarters.
18. When I vacate leased quarters, I am responsible to see that it is clean and free of trash in a manner which would be acceptable if I were vacating on-post quarters.
19. I understand that my assignment to Government-leased quarters may be terminated at the discretion of the Commander, HQ USMEPCOM for misconduct on the part of myself, relatives, or friends, because of misuse or illegal use of the quarters, or other misconduct contrary to safety, health, or morals.
20. I may be held financially liable to reimburse the Government for damage to Government-leased quarters (and, in the case of Government-leased bachelor quarters, to any Government furnishings) resulting from negligence or willful acts on the part of myself or my guests.
21. The liability of the Government to the lessor for damage to the Government-leased premises will be determined in accordance with the lease provisions.

(Signature of Service Member)

(Type Name, Rank/Grade, SSN)

(Date of Signature)

--

USMEPCOM Form 210-4-2-R, 1 Dec 93

<b>REQUEST FOR LEASED HOUSING ACTION</b> For use of this form, see USMEPCOM Reg 210-4		Date of Request 1 Dec 93
<p align="center"><b><u>INSTRUCTIONS</u></b></p> <p>1. The information in this document is to determine your eligibility for Government-leased housing. Some of the information requested is of a personal and confidential nature, and you do not have to provide such information unless you voluntarily wish to acquire Government-leased housing.</p> <p>2. The authority to request this information is contained in 10 U.S.C. Section 3012 and Annual DOD Appropriation Acts.</p> <p>3. Completion of this form is voluntary. You must provide the information if you desire to request processing of a Government lease. Failure to complete the form may cause delay or serve as a basis for termination of further processing for a Government lease.</p>		
TO: Commander Las Vegas MEPS 123 Pine Street Las Vegas, NV 12345	FROM: (Name, Rank/Grade, Mil Svc, SSN) JOHN D. DOE, SGT, USA, 000-00-0000	
1. Duty Station (MET Site) (City/State, Phone No.) Las Vegas MEPS, Las Vegas, NV (123) 456-7890	2. Type of Housing Desired (circle one)  Unaccompanied personnel quarters    furnished    unfurnished	
3. Months Remaining in Service: 36	4. Months Remaining in USMEPCOM: 15	
5. Description of Proposed Unit (if applicable): (i.e., house, apt, no. of bedrooms, baths, garage, sq ft living areas, etc.) One bedroom apt, one bathroom, approximately 700 square feet of living space.		
6. Complete Address of Proposed Unit Pine Wood Apts, Apt 16 Any Street Tiny Town, NV 12354	7. Name, Address, and Phone No. of Owner or Designated Agent	
8. Travel Time to Duty Station 30 minutes	9. Mileage to Duty Station 12 miles	10. Desired Effective Date 1 Sep 93
11. Monthly Rental (including utilities) \$495.00	12. Instructions When Utilities Must be Billed Separately ABC Electric Co., Any Town, NV	
13. Additional Requirements/Information:		
14. I (am) (am not) currently occupying proposed set of quarters. (Circle one)		
15. I (have) (have not) signed the Statement of Understanding for Acceptance of Government-leased Housing. (Circle one)		
16. Typed Name/Grade (UHR Rep) JOHN E. JONES, GS 9	17. Signature of Requester /signed/	Date Signed 1 Dec 93

Figure 1. Sample of a completed USMEPCOM Form 210-4-R-E



5 January 1994

USMEPCOM Reg 210-4

TRANSMITTAL OF REQUEST FOR LEASED HOUSING For use of this form, see USMEPCOM Reg 210-4		Date 1 Dec 93
TO: CDR, HQ USMEPCOM ATTN: MCR-MSM 2500 Green Bay Road North Chicago, IL 60064-3094	FROM: CDR Las Vegas MEPS 123 Pine Street Las Vegas, NV 12345	Rank and Name of Requester Colonel Sam A. Nunn
<p>1. Recommend approval.</p> <p>2. On-post Government quarters, within the commuting distance stipulated in USMEPCOM Reg 210-4, are not available to the requester.</p> <p>3. Individual's request (encl 1) and copy of Statement of Understanding for Acceptance of Government-leased Housing (encl 2) are attached.</p> <p>4. Supplementary information:</p>		
Typed Name and Grade SAM A. NUNN Colonel, USA Commander		Signature  /signed/
TO BE COMPLETED BY HQ USMEPCOM MATERIEL SERVICES DIV AND HAND-CARRIED TO HQ USMEPCOM FINANCIAL SERVICES DIV		
<p>1. Request fund citation and informal commitment.</p> <p>2. Effective date of <u>1 Dec 93</u> will be requested.</p> <p style="text-align: right;">_____/signed/ (Signature)</p>		
INFORMAL ADMINISTRATIVE FUND COMMITMENT		
<p>Funds are available and will be informally committed for <u>\$4955.00</u> per month as of <u>1 Dec 93</u> per above request.</p> <p>Fund citation:</p>		
Date 1 Dec 93	Signature of Fund Certifying Officer  /signed/	

Figure 2. Sample of a completed USMEPCOM Form 210-4-1-R-E

<p style="text-align: center;">STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF GOVERNMENT-LEASED HOUSING</p> <p style="text-align: center;">For use of this form, see USMEPCOM Reg 210-4</p>	<p style="text-align: right;">Page 1 of 2 Pages</p>
<p>I, <u>SGT JOHN E. DOE, USA</u>, HAVE READ, HAD EXPLAINED TO ME, AND FULLY UNDERSTAND THE FOLLOWING REGARDING GOVERNMENT-LEASED HOUSING:</p> <ol style="list-style-type: none"> <li>1. Leases negotiated for USMEPCOM personnel normally include all utilities, except telephone, which I must pay for from my own funds. In the event that all or part of the cost of authorized utilities (electricity, gas, garbage service, etc.) could not be included in the lease, these costs will be borne by HQ USMEPCOM separately. In this case, I will be furnished a maximum average cost limit for utilities which I will not exceed.</li> <li>2. I will not make any private (under-the-table) arrangement with a lessor to separately pay him or her money in addition to the Government's monthly payment. I understand that violation of this principle may serve as a basis for my commander to withdraw my leasing privilege.</li> <li>3. I can expect considerable administrative delay from the time I initiate my housing request for Government-leased quarters until the district engineer executes a lease.</li> <li>4. Although I may find what appears to be acceptable quarters, this does not mean the district engineer will approve the quarters for Government leasing.</li> <li>5. Government-leased housing, and the identification of apparently acceptable quarters for Government leasing, must be reviewed and forwarded by my MEPS, through HQ USMEPCOM, to the district engineer. <u>Only</u> the district engineer can negotiate and execute a lease between the Government and a lessor.</li> <li>6. If I elect to move into quarters that I have requested to be leased by the Government for assignment to me before the district engineer has executed a lease, and before I have been assigned to the quarters, I do so voluntarily without official approval, and I am personally obligated to the terms of the lease I make with the lessor.</li> <li>7. If a Government lease is executed for the quarters, it will be my responsibility to recoup from the lessor any rent I paid after the lease was in effect. If a Government lease is not executed for the quarters, I will be personally liable for the remainder of the period for which I lease the quarters.</li> <li>8. My basic allowances for quarters (BAQ) will not be terminated until I am assigned to quarters, in writing, by my unit. Due to the timelag between application and assignment, I will manage my finances carefully since finance and accounting will make a lump sum collection of any BAQ over payment made since the effective date of the lease.</li> <li>9. I am responsible for notifying my unit commander or unit housing representative (UHR) if my BAQ is not terminated when I occupy Government-leased quarters and likewise to notify him or her if it is not reinstated when I depart Government-leased quarters.</li> <li>10. Once I am assigned to Government-leased quarters, I will be required to remain in those quarters unless:             <ol style="list-style-type: none"> <li>a. The lease terminates under its own terms.</li> <li>b. I become ineligible under criteria established by DA or HQ USMEPCOM.</li> <li>c. I am assigned out of the area.</li> <li>d. I am directed to move because of Government necessity (i.e., acceptable Government-owned quarters become available).</li> <li>e. The lease is terminated for the convenience of the Government.</li> </ol> </li> <li>11. If I desire to terminate Government-leased quarters, my request will not be considered unless one of the following conditions exists:             <ol style="list-style-type: none"> <li>a. I have occupied the leased unit for a minimum of 1 year.</li> <li>b. The lease for the unit will terminate under the conditions of the lease (termination date).</li> <li>c. The unit will be assigned to another military member within 30 days.</li> <li>d. I have received appropriate Service approval for separation.</li> </ol> </li> <li>12. I will be responsible for housekeeping, maintenance, minor repair, and related servicing of the dwelling unit, equipment, and furnishings; and for the maintenance of grounds as would be expected of a tenant in private housing of similar type and value.</li> </ol>	

Figure 3. Sample of a completed USMEPCOM Form 210-4-2-R





## STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF GOVERNMENT-LEASED HOUSING

Page 2 of 2 Pages

13. I will permit entry of the UHR, or appointed inspector, for assignment, change of occupant, pretermination, and termination inspections for the quarters.
14. I will report to the UHR, in writing, any emergency or requirement for repairs and maintenance which cannot be resolved by direct contact with the lessor or his or her representative.
15. I will not permit occupancy by anyone, except for bona fide short visits of relatives/friends. I understand violation of this principle is sufficient cause for the commander to withdraw the leasing privilege.
16. I will notify the UHR, in writing, at least 60 days prior to date desired for vacating the quarters. In the event PCS orders are received in a shorter timeframe, the UHR will be notified as soon as possible.
17. I fully understand and agree that I will accept the quarters leased for my use as Government-controlled housing by the U.S. Army Corps of Engineers in accordance with standards prescribed for such quarters.
18. When I vacate leased quarters, I am responsible to see that it is clean and free of trash in a manner which would be acceptable if I were vacating on-post quarters.
19. I understand that my assignment to Government-leased quarters may be terminated at the discretion of the Commander, HQ USMEPCOM for misconduct on the part of myself, relatives, or friends, because of misuse or illegal use of the quarters, or other misconduct contrary to safety, health, or morals.
20. I may be held financially liable to reimburse the Government for damage to Government-leased quarters (and, in the case of Government-leased bachelor quarters, to any Government furnishings) resulting from negligence or willful acts on the part of myself or my guests.
21. The liability of the Government to the lessor for damage to the Government-leased premises will be determined in accordance with the lease provisions.

/signed/

(Signature of Service Member)

SGT JOHN E. DOE, USA, 000-00-0000

(Type Name, Rank/Grade, SSN)

1 Dec 93

(Date of Signature)

Figure 3. Sample of a completed USMEPCOM Form 210-4-2-R  
(continued)